AIRCRAFT BOOKING SYSTEM

Frequently Asked Questions
29 March 2004

1. Q. What is the purpose of this system?
A. This system provides the squadron and the wing with a means to efficiently schedule wing aircraft. This includes providing the wing staff with a central point of record for determining aircraft availability for wing activities (missions, etc.).

2. Q. What constitutes a valid aircraft reservation?
A. Any time the aircraft is unavailable for use, reservations should be in place. This includes scheduled flights, maintenance, as well as other periods when the aircraft is not available CAP missions.

3. Q. What is my Username and Password?
A. Enter your CAP ID number as the Username and leave the Password field blank.

4. Q. What is the website address?
A. The Aircraft Booking System can be found at
http://abs.mswg.cap.gov

5. Q. How do I schedule a simple flight?
A. Select a squadron from the top left of the screen. You will be taken to that aircraft's schedule page.
  Notice the date in the center of the screen. Verify that it is the date you wish to schedule. If you need to change the date you may move a single day forward or backward by clicking on the right or left of the screen. You may also enter a new date using the drop-down windows at the top of the page.
  Select a time slot by clicking on the plus sign at the center of the schedule. You will be taken to the Add Entry page.

On the Add Entry page, begin by entering a description of the flight. It isn't necessary to list every detail but be specific enough to give the FRO a good idea of the purpose of the flight.

Verify the Date in the drop-down boxes.

Verify the Time in the input boxes.

Under Duration enter the amount of time you wish to reserve and choose the unit denomination from the drop-down box. Example: To reserve two hours, enter a 2 in the input box and choose "hours" from the drop-down box. To reserve the plane for a whole day click on the "All Day" check box.

Choose a flight type using the Type drop-down boxes. Each type will display using a distinct color.

If you are reserving a one-time flight select "None" as your Repeat Type. If you will be repeating the flight choose a corresponding unit of time by clicking on the check button.

The remaining selections are used if you wish to arrange a repeating reservation.

Select the date your flights will end from the drop-down box.

If you selected "N-weekly" as the type of repeat sequence you wish to arrange, select the day of the week on which you wish to repeat your flights by clicking on the check box. Enter the number of weeks between repeating dates in the input box. Example: If you wanted to reserve an aircraft on Wednesdays every three weeks, you would select Wednesday as your day of the week and enter 3 in the input box.

When you've completed the details of your reservation click on the "Save" button. You will be taken back to the aircraft schedule page. You will notice there is now a notation listing your name on the time slot you reserved in the color of the type you selected.

6. Q. How do I change the date to the day I wish to schedule?
A. Once you have reached the schedule page for your aircraft the current schedule date will be displayed in the center of the page. You can advance a single day forward or backward by clicking on the right or left of the screen. You may also use the drop-down

windows at the top of the page to enter a new date. Select your date and click on the "goto" button.

7. Q. How do I select an aircraft?
A. A listing of aircraft squadrons is displayed at the top left of the screen. Click on the squadron which is assigned the aircraft you wish to reserve. You will be taken to that aircraft's schedule page.

8. Q. How do I select a time slot?
A. Time slot designations are displayed along the lift side of the screen on the schedule page. Pick the time you want to reserve and click on the plus sign located in the center of that time slot.

9. Q. How do I view which aircraft are reserved for a particular date?
A. Select "All Squadrons" from the squadron listing at the top left of the screen. The schedules for all nine aircraft will be displayed in condensed form.

10. Q. How do I select multiple dates and/or times?
A. Select the squadron aircraft and the initial date and time slot as usual. Once you arrive at the Add Entry page select a repeat type and end date. Your reservation will be arranged on the corresponding dates at the corresponding times.

11. Q. What happens after I have made my reservation?
A. The flight release officers for the aircraft you reserved are sent an email notifying them of your reservation. You will then need to contact one of them for a flight release.

12. Q. Can I change or cancel a reservation?
A. Yes. On the schedule page which lists your selection you will see your name on the time slot(s) you reserved. Click on your name and you will be taken to a Detail page which displays the

information for your flight. At the bottom of the page you will find links which will enable you to edit or delete your reservation.

13. Q. Does my reservation constitute a Flight Release?
A. No. The reservation shows only that you have reserved the aircraft for a particular time. You must contact one of the Flight Release Officers for a flight release.

14. Q. Why doesn't the system recognize my CAPID?
Q. Why is my contact information incorrect or not available?
Q. How do I update my contact information?
A. The data that this system needs to operate, such as CAPID, name, rank, and contact information, is loaded on a monthly basis from the national CAPWATCH database.

15. Q. Who do I report ABS problems to?
A. Send email to webmaster@abs.mswg.cap.gov